

16 October 1974

NOTE FOR: Mr. Blake via Mr. McMahon *jm*

SUBJECT : Official Entertainment in the Executive Dining Room

1. Per your request, I have attached background information on the official entertainment in the Executive Dining Room. The key document appears to be Mr. Colby's memorandum of 11 January 1974, which contains the following language:

"Therefore, it has been concluded that the Agency shall no longer use official funds to pay for the expenses incurred in the entertainment of officers or employees of the U.S. Government in the Executive Dining Room. . . . An exception to this policy may be made only in the most unusual and special circumstances. Such an exception shall require the advance approval of the Director."

2. After that the confusion begins because:

a. The January 1974 memo does not address the issue of Agency employees paying for their own meals.

b. There have been verbal instructions or comments by the DCI that the guests will be limited to the visiting Ambassador and one aide or escort officer.

c. Great stress is placed on obtaining "prior DCI approval," whether it be for all participants or just the guests.

d. Note that the DCI comments to the DDO on 11 October 1974 are different than his comments to the DD/A--which could possibly lead to further confusion, with DDO officers possibly paying "at least part" of their own bills.

STATINTL      3. On 16 October 1974, I again discussed this issue with [REDACTED] STATINTL  
[REDACTED] who emphasized that Mr. Colby is personally very conservative on this issue, paying for his own meals when other Agency employees do not. The only solid clear approach is to get prior approval of the specific request, and this eliminates a lot of confusion and administrative headaches.

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4. Janet discussed this with [REDACTED] in terms of the STATINTL DD/S&T approach. The word was received that Carl Duckett normally gets DCI approval in terms of meals for the guests from other Government agencies, but the DD/S&T staff employees pay for their own meals.

5. I recommend that we go back to the DCI, in a brief note, adopting the following position:

a. Asking for the reimbursement of \$50.93 for the official entertainment of 11 July 1974.

b. Stating that a strict policy will be applied in the future, including the referral to him in advance of special or unusual circumstances.

c. Informing him that all DD/A Office Directors have been advised to this effect.

  
LJD

Atts